

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, November 21st, 2019
6:00pm
150 S. Leroy St.
Fenton, MI 48430

Call to Order

Chairperson, Ray Culbert called the Meeting to order at 6:00pm.

Pledge of Allegiance

Attendance

Present: Ray Culbert, Brenda Simons, Christine Reid, Robert Kesler, David McDermott
Excused: Patricia Lockwood
Roll Call: Mr. Culbert declared there was a quorum with five board members
Staff Present: Nancy Muffley, Shirley Ciofu
Public Present: Scott Grossmeyer

Mr. Grossmeyer resigned his position as board commissioner and asked that Mr. McDermott be sworn in. Chairperson Culbert administered the oath of office and David McDermott was sworn in as the newly appointed City of Fenton board member. Everyone welcomed Mr. McDermott.

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of October 24th, 2019 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to November 21st, 2019 in the amount of \$57,405.18
 - Financial Statements for October 2019

Motion by Mr. McDermott, seconded by Mr. Kesler to approve the consent agenda as presented.

Motion Carried: 5 Ayes, 0 Nays

Call to the Audience: Mr. Grossmeyer stated it had been a pleasure to serve on the board.

Interim Director's Report: Ms. Muffley presented a written report and read it to the board. She announced the newly hired Recreation & League Programmer, Paul Stark noting Mr. Stark is a longtime Fenton resident and has strong ties to the community. She also acknowledged the staffing changes stating she understood the board is looking at the restructuring of the organization, but for the time being staff has stepped up to take on additional duties without missing a beat. Ms. Muffley noted the meetings she attended and stated there will be another meeting with Mr. Hartley re: the Letter of Understanding with Fenton Schools. She also noted she would like the board's direction on how to answer the public re: questions about the Deer Run soccer fields. Ms. Reid explained the County has agreed to extend the lease until June, so nothing has changed. The proposal with the Township is still under review and an accurate accounting of the park operations is incomplete at this time.

Accounting Report: Ms. Ciofu noted budget projections stating the bottom line still looked good, but the end of the year is expected to be lower than what was budgeted. She explained it was due in part to additional staffing expenses and some transitional office expenses. She also stated there was an unresolved budget issue

involving a new contract for a coordinator and asked that the finance committee meet to discuss the circumstances because the amount is substantial. The committee decided to meet following the meeting. Ms. Ciofu also noted the excellent candidates who had interviewed for the programmer's position.

Informational Item: Appointment/Reappointment of City of Linden representatives to the board.

The three year term for Linden is up at the end of 2019. Mr. Culbert stated both he and Ms. Simons were contacted by the Mayor and agreed that they would serve on the SLPR board the next term. This will go to the City of Linden to approve the appointment. The City of Linden will send a memo to Ms. Muffley next week. A discussion followed re: the Advance Planning Guide and the current term for Fenton Representatives. It was noted that the Fenton representatives' term would expire next at the end of 2020.

Informational Item: 2020 Goals & Objectives Workshop

Ms. Ciofu reminded the board the goals workshop is typically held before the end of the year. A discussion followed. Mr. McDermott suggested other staff members be invited to attend. Ms. Reid noted that once the board gets input from staff, staff can be dismissed, then the board can create the goals. Mr. McDermott stated he would invite a facilitator to keep the meeting organized and on track. It was the consensus to schedule the meeting for Tuesday, January 7th, 2020 from 6:00pm – 8:00pm at the Fenton Township Hall. Ms. Muffley was asked to invite the staff.

Committee Reports: Personnel/Policy: Mr. Culbert noted the board is waiting for the signed original severance document from the former Director stating no funds will be sent until the agreement is received.

Ms. Simons noted the employee manual will be rewritten and updated. A discussion followed re: inviting HRPro to come and spend some time with the HR/Accounting Coordinator to assist in updating and reviewing the current policies. The result of the review would be presented to the attorney to rewrite and update the employment policies. Ms. Muffley was asked call HRPro for a quote on the cost.

Commissioner Comments:

Ms. Simons stated the new Linden City Manager, Ellen Glass has been invited to attend the December board meeting.

Mr. McDermott stated Mr. Stark will be a great asset to SLPR.

Next Meeting

Regular Monthly Meeting: Thursday, December 19th, 2019 (3rd Thursday) at 1:30pm at the Fenton Community Center, following the Network at Noon event.

Goals & Objectives Workshop: Tuesday, January 7th, 2020 at 6:00pm at the Fenton Township Hall.

Adjournment

Chairperson Culbert adjourned the meeting at 6:45pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu